

25X1

~~SECRET~~

3 FEB 1988

MEMORANDUM FOR: Chief, Information Management Staff

VIA: Associate Deputy Director for Operations

25X1

FROM:

Acting Chief, Political and Psychological Staff

SUBJECT: Concerns Regarding Deactivation of the  
Pneumatic Tube System

25X1

REF:

Deactivation of Pneumatic Tube  
Systems

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1. Proposed [ ] describing plans to deactivate the automatic and conventional pneumatic tube systems in the original Headquarters building, was circulated throughout the Political and Psychological Staff for review and possible comment. Comment was heavy, came from all personnel levels, and was unanimously opposed to system deactivation. Some of the comments made by PPS personnel on this subject are forwarded in attachment A.

2. Because PPS must coordinate essentially all traffic with other Directorate components deactivation of the pneumatic tube system will place a severe burden on the staff. Without the tube system we will have to either telecord or more likely hand carry cables requiring multiple coordination. Such a requirement will impose another demand upon scarce case officer and secretarial time. We understand the need to deactivate the tube system but would urge that it be retained until the very last possible moment.

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Attachment:  
As Stated

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S E C R E T

"It will cost us lots of walking and waiting time. As you know, we can't send things to other Divisions/Staffs by electronic means."

"First mistake was not realizing that a system would be needed to interconnect the new building with the old (at least those parts of a Directorate which would be in both).

"Second mistake was believing that the new technologies would allow us to do away with the paper. This may come to pass in the long run, but that will not be much consolation for the five years or so until all this can work properly.

"I urge that the tube system be retained until the very last moment possible. It is an important element in our coordination process for cables and the lack of the system will place an immense time burden on each DO office. Such a burden should be delayed as long as possible. Even though eventually there will be a gap between the 'tubes' and the miracles of modern technology, I see no reason why we should arbitrarily cripple ourselves before we must."

"Our Wang Alliances are good only for PPS internal memos, not for coordinating cables outside the Staff."

"APARS is irrelevant to coordinating cables, sending memos, forwarding pamphlets, etc., i.e. it does not address the bulk of our tube system usage. Our secretaries pick up our cable traffic at Registry; APARS won't change that."

"Our key concern, however, is that dropping the tube system makes yet one more demand upon scarce case officer and secretary time."

"Without the tube we have to either telecord or hand carry. Often with complex cables extensive coordination is necessary."

"Deactivation of the tube system would be a severe blow and would seriously hamper the effectiveness of a major project in the Print Media Branch. This Branch sends out between 20 and 25 cables each day. Between 6 and 9 of them are sent at precedence to meet field deadlines. Each item requires several coordinating and releasing signatures prior to forwarding to the Communications Center."

S E C R E T

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Proposed [ ] Deactivation of Pneumatic Tube Systems

FROM:

[ ]  
Chief, European Division

EXTENSION

NO.

DATE

1 February 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/EUR/Plans

2.

3.

IMS/MPG/PPB  
1 B4004, Hqs

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

We have real problems with this notice. Coordination of cables depends on the tube and that is a major work load here. I simply do not have the staff to hand-carry cables. Electronic systems will not solve, in the near future, the problems created by this closure. The closure will increase the work-load on a secretarial force which is already stretched too thin. It moves us back in time to "hall walking" the correspondence, not forward. The notice is correct in saying the DO relies heavily on the tube system. However, the example of APARS may indeed help the DO registries but does nothing to help our branches heavy reliance on the tubes.

The closure of the tube system is untenable for European Division perspective. We are available to discuss this position in detail.

[ ]  
C/European Division

## ADMINISTRATIVE -- INTERNAL USE ONLY

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Proposed

Deactivation of Pneumatic Tube Systems

FROM:

IMS/MPG/PPB  
1B4004, HQS

HT-1

EXTENSION

NO.

DATE

10 February 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

CI/EXO  
2C43, HQS

Cu-6

11 Feb 88

Per our telecon.

2.

3.

4.

5.

6.

7.

8.

9.

IMS/MPG/PPB  
1B4004, HQS HT-1

10.

11.

12.

13.

14.

15.

CIS has problems with substance of [redacted]  
Even though the new building will not have pneumatic tube system - it is a valuable tool for a busy staff like CI Staff with recurrent shortages for coordination of cables and quick passage of classified information. We keep hearing about future electronic transmission of cables - but have yet to receive delta status - not available for CI Staff use.

**HT-1**

FORM 1-79

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USE PREVIOUS EDITIONS

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